King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 6 **Inmate Classification and Discipline**	
6.01.004, **Inmate Behavior Alert Report**	Approved By:	Director John Diaz
	Effective Date:	November 16, 2021
	Reviewed By:	PRC, CPA
	Review Date:	November 09, 2021
Distribution:	Document Code No.	

Purpose
To establish guidelines for the utilization of the Inmate Behavior Alert Report.

Policy
It is the policy of the department to maintain records regarding inmate behavior and to pass along to other agencies information regarding those inmates on restrictive housing status.

Definitions
Restrictive Housing: An individual housing assignment given to an inmate whose continued presence in general population poses a serious threat to life, property, self, staff, or other inmates.
Inmate Behavior Alert: A notification, prepared by a Corrections Program Specialist (CPS), used to report the behavior exhibited by any restrictive housing inmate while in department custody to the Department of Corrections (DOC).

A. General Guidelines
1. A CPS shall inform inmates that problematic behavior will be reported to DOC and may be used to determine housing, programming, etc.
2. Alerts are prepared and forwarded for all restrictive housing inmates who are transferred to DOC.

B. Procedure
1. Commitment officers shall forward a copy of all DOC chain lists to Classification.
2. From the chain list, a CPS shall determine which inmates are on restrictive housing status.
3. A CPS shall prepare an Inmate Behavior Alert for each inmate who falls into this classification.
4. Completed alerts shall be forwarded to DOC (via email).